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ABSTRACT

San Mateo Union High School District staff members participated in a workshop for the purpose of identifying the minimum Terminal Performance Objectives for selected programs. The objectives were written in detail to indicate (1) the student performance expected, (2) the conditions under which the student will perform, and (3) the extent to which the student will perform. Performance objectives are included for courses in (1) Accounting I, II, III, and IV, (2) Office Machines and Office Procedures, (3) Distributive Education Programs, (4) Work Experience Programs, and (5) Career Guidance. These objectives are intended to be the first step toward individualizing the above instructional programs. Additional work remains to be completed in the areas of testing, evaluation and revision of objectives, and in the construction of learning activities. (Author/JS)

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SAN MATEO UNION HIGH SCHOOL DISTRICT
San Mateo, California
September, 1970

TERMINAL PERFORMANCE OBJECTIVES

for Selected Programs in

- Business Education
- Distributive Education
- Work Experience Education
- Career Guidance

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TERMINAL PERFORMANCE OBJECTIVES

for Selected Programs in

- Business Education
- Distributive Education
- Work Experience Education
- Career Guidance

PREFACE

San Mateo Union High School District staff members, indicated on the cover page, participated in a workshop during the summer of 1970. The purpose of this workshop was to identify the minimum Terminal Performance Objectives for selected programs in Business Education, Distributive Education, Work Experience Education, and Career Guidance. The following pages represent the first draft of objectives for these programs.

The objectives were written to detail in an explicit manner:

- The student performance expected
- The conditions under which the student will perform
- The extent to which the student will perform.

It is important to note that the objectives are intended to be the first step toward individualizing, in-so-far as possible, these instructional programs.

Additional work remains to be completed in the areas of testing, evaluation, revision of the objectives if the need is indicated, and construction of student-centered learning activities that are designed to assist the student in reaching the Terminal Performance Objectives identified in this booklet.

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PERFORMANCE OBJECTIVES
FOR
ACCOUNTING I, II, III, IV

Prepared for
THE SAN MATEO UNION HIGH SCHOOL DISTRICT
June, 1970

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- 1.0 TERMINAL PERFORMANCE OBJECTIVES FOR ACCOUNTING 1: Students seeking successful completion of this first step in the accounting sequence must meet or surpass the performance criteria outlined below.
- 1.1 THE STUDENT WILL DEMONSTRATE HIS RECALL OF SIMPLE ACCOUNTING PRINCIPLES AND HIS ABILITY TO APPLY THOSE PRINCIPLES BY COMPLETING A SERIES OF TEST ITEMS.
- 1.1.1 Simple Accounting Principles. The following elements of the accounting process will be tested:
- Journalizing and posting the opening entry
 - Journalizing business transactions affecting balance sheet accounts
 - Journalizing business transactions affecting income statement accounts
 - Journalizing business transactions using the following special journals and subsidiary ledgers:
 - Purchases journal
 - Sales journal
 - Cash receipts journal
 - Cash payments journal
 - General journal
 - Accounts receivable ledger
 - Accounts payable ledger
 - Proving the accuracy of posting
 - Closing the ledger
 - The checking account and reconciliation of bank statements
- 1.1.2 Performance Conditions. The student will be allowed a full class period to complete the test. Reference aids (i.e., text-book, notes, etc.) may not be used while taking this test.
- 1.1.3 Proof of Achievement. The student must complete the simple accounting principles test with at least 70% correctness.
- 1.1.3.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the teacher to help him reach the minimum performance level.

1.2 GIVEN A CONDENSED SET OF BOOKS FOR A SOLE PROPRIETORSHIP WHICH IS COMPLETE THROUGH JOURNALIZING AND POSTING THE TRANSACTIONS FOR A FISCAL PERIOD, THE STUDENT WILL DEMONSTRATE THAT HE CAN SELECT DATA FROM THE LEDGER ACCOUNTS AND PREPARE A SIX-COLUMN WORKSHEET.

1.2.1 Performance Conditions. The student will be allowed one class period to complete the test and may use his textbook as a reference aid. An adding machine may be used.

1.2.2 Proof of Achievement. The student will have met the minimum requirement of this objective if he

--Proves the equality of debits and credits in the trial balance columns on his worksheet;

--Extends the account balances to the appropriate income statement or balance sheet columns; and

--Records a net income or loss figure in the appropriate worksheet columns.

1.2.2.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the teacher to help him reach the minimum performance level.

2.0 TERMINAL PERFORMANCE OBJECTIVES FOR ACCOUNTING 2: Students seeking successful completion of this step in the accounting sequence must meet or surpass previously outlined performance objectives and these additional objectives.

2.1 THE STUDENT WILL DEMONSTRATE HIS RECALL OF ACCOUNTING PRINCIPLES AND HIS ABILITY TO APPLY THOSE PRINCIPLES BY COMPLETING A SERIES OF TEST ITEMS.

2.1.1 Accounting Principles. The following elements of the accounting process will be tested:

- Eight-column worksheet with adjustments
- Financial reports for a merchandising business
- Journalizing and posting adjusting and closing entries
- Post-closing trial balance
- Combination journal
- Petty cash fund
- Purchases and sales returns and allowances
- Cash discounts on purchases and sales
- Payroll records, accounts, taxes, and reports
- Depreciation on fixed assets
- Bad debts

2.1.2 Performance Conditions. The student will be allowed a full class period to complete the test. Reference aids (i.e., text-book, notes, etc.) may not be used while taking this test.

2.1.3 Proof of Achievement. The student must complete the accounting principles test with at least 70% correctness.

2.1.3.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the teacher to help him reach the minimum performance level.

2.2 GIVEN AN EIGHT-COLUMN WORKSHEET COMPLETE ONLY THROUGH THE TRIAL BALANCE AND GIVEN THE NECESSARY INFORMATION FOR PLANNING ADJUSTMENTS, THE STUDENT WILL COMPLETE THE ADJUSTMENTS COLUMNS AND WILL EXTEND THE ACCOUNT BALANCES TO THE APPROPRIATE INCOME STATEMENT OR BALANCE SHEET COLUMNS ON THE WORKSHEET.

2.2.1 Adjustments. The student will make adjustments for:

- Merchandise inventory
- Supplies
- Prepaid insurance
- Allowance for bad debts
- Allowance for depreciation

2.2.2 Performance Conditions. The student will be allowed one class period to complete the test and may use his textbook as a reference aid. An adding machine may be used.

2.2.3 Proof of Achievement. The student will have met the minimum requirement of this objective if he

- Correctly plans the adjusting entries on the worksheet;
- Extends the account balances to the appropriate income statement or balance sheet columns on the worksheet; and
- Records the correct net income or loss in the appropriate columns on the worksheet.

2.2.3.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the teacher to help him reach the minimum performance level.

2.3 GIVEN A COMPLETED WORKSHEET, THE STUDENT WILL DEMONSTRATE THAT HE CAN PREPARE AN INCOME STATEMENT AND A BALANCE SHEET.

2.3.1 Performance Conditions. The student will be allowed one class period to complete the test and may use his textbook as a reference aid. An adding machine may be used.

2.3.2 Proof of Achievement. The student will have met the minimum requirement of this objective if he

--Completes the balance sheet in correct form as outlined in his textbook and proves that total assets are equal to total liabilities plus proprietorship; and

--Completes the income statement in correct form as outlined in his textbook, and the income statement reflects the same net income or loss as shown on the worksheet.

2.3.2.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the teacher to help him reach the minimum performance level.

2.4 FROM THE INFORMATION GIVEN ON A COMPLETED EIGHT-COLUMN WORKSHEET, THE STUDENT WILL JOURNALIZE ADJUSTING AND CLOSING ENTRIES.

2.4.1 Adjusting and Closing Entries. The student will journalize the following entries:

- Merchandise inventory (adjusting)
- Supplies (adjusting)
- Prepaid insurance (adjusting)
- Allowance for bad debts (adjusting)
- Allowance for depreciation (adjusting)
- Sales (closing)
- Purchases (closing)
- Purchases returns and allowances (closing)
- Sales returns and allowances (closing)
- Expenses (closing)
- Income and Expense Summary (closing)
- Capital and Drawing accounts (closing)

2.4.2 Performance Conditions. The student will be allowed one class period to complete the test and may use his textbook as a reference aid.

2.4.3 Proof of Achievement. The student will have met the minimum requirement of this objective if he

- Correctly debits and credits all the accounts for which adjustments were planned on the worksheet; and
- Correctly debits and credits all the accounts for which closing entries should be made.

2.4.3.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the teacher to help him reach the minimum performance level.

3.0 TERMINAL PERFORMANCE OBJECTIVES FOR ACCOUNTING 3: Students seeking successful completion of this step in the accounting sequence must meet or surpass previously outlined performance objectives and these additional objectives.

3.1 THE STUDENT WILL DEMONSTRATE HIS RECALL OF ACCOUNTING PRINCIPLES AND HIS ABILITY TO APPLY THOSE PRINCIPLES BY COMPLETING A SERIES OF TEST ITEMS.

3.1.1 Accounting Principles. The following elements of the accounting process will be tested:

- Departmental records for purchases and sales
- Departmental records for cash receipts and cash payments
- Payroll records and transactions
- Adjustments for depreciation, depletion, and bad debts
- Accrued income and accrued expenses including reversing entries
- Prepaid expenses and income received in advance
- Formation of partnerships
- Partnership worksheet and fiscal period reports

3.1.2 Performance Conditions. The student will be allowed a full class period to complete the test. Reference aids (i.e., textbook, notes, etc.) may not be used while taking this test.

3.1.3 Proof of Achievement. The student must complete the accounting principles test with at least 70% correctness.

3.1.3.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the teacher to help him reach the minimum performance level.

3.2 GIVEN AN EIGHT-COLUMN WORKSHEET FOR A PARTNERSHIP COMPLETE ONLY THROUGH THE TRIAL BALANCE WITH A CONDENSED BUT REPRESENTATIVE SET OF ACCOUNTS, AND GIVEN THE NECESSARY INFORMATION FOR PLANNING THE ADJUSTMENTS, THE STUDENT WILL COMPLETE THE ADJUSTMENTS COLUMN AND WILL EXTEND THE ACCOUNT BALANCES TO THE APPROPRIATE INCOME STATEMENT OR BALANCE SHEET COLUMNS ON THE WORKSHEET.

3.2.1 Adjustments. The student will make adjustments for:

- Merchandise inventory (one department only)
- Supplies
- Prepaid insurance
- Depreciation of equipment or bad debts expense
- An accrued income account
- An accrued expense account

3.2.2 Performance Conditions. The student will be allowed one class period to complete the test and may use his textbook as a reference aid. An adding machine may be used.

3.2.3 Proof of Achievement. The student will have met the minimum requirement of this objective if he

- Correctly plans the adjusting entries on the worksheet;
- Extends the account balances to the appropriate income statement or balance sheet columns on the worksheet; and
- Records the correct net income or loss in the appropriate columns on the worksheet.

3.2.3.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the teacher to help him reach the minimum performance level.

3.3 GIVEN A COMPLETED WORKSHEET FOR A PARTNERSHIP WITH A CONDENSED BUT REPRESENTATIVE SET OF ACCOUNTS, AND GIVEN INFORMATION CONCERNING DIVISION OF PROFIT FOR THE PARTNERS, THE STUDENT WILL DEMONSTRATE THAT HE CAN PREPARE A DISTRIBUTION OF NET INCOME STATEMENT, A CAPITAL STATEMENT, AND RECORD ADJUSTING AND CLOSING ENTRIES IN A JOURNAL.

3.3.1 Adjusting and Closing Entries. The student will journalize the following entries:

- Merchandise inventory (adjusting)
- Supplies (adjusting)
- Prepaid insurance (adjusting)
- Depreciation of equipment or bad debts expense (adjusting)
- An accrued income account (adjusting)
- An accrued expense account (adjusting)
- Sales and other income (adjusting)
- Purchases (closing)
- Purchases returns and allowances (closing)
- Sales returns and allowances (closing)
- Purchases discounts (closing)
- Sales discounts (closing)
- Expenses (closing)
- Income and Expense Summary (closing)
- Capital and Drawing accounts (closing)

3.3.2 Performance Conditions. The student will be allowed one class period to complete the test and may use his textbook as a reference aid. An adding machine may be used.

3.3.3 Proof of Achievement. The student will have met the minimum requirements of this objective if he

- Completes the Distribution of Net Income Statement and the Capital Statement in correct form as outlined in his textbook and indicates the correct distribution of profit on each;
- Correctly debits and credits all the accounts for which adjustments were planned on the worksheet; and

3.3.3 Proof of Achievement (continued):

--Correctly debits and credits all the accounts for which closing entries should be made.

3.3.3.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the teacher to help him reach the minimum performance level.

4.0 TERMINAL PERFORMANCE OBJECTIVES FOR ACCOUNTING 4: Students seeking successful completion of this final step in the accounting sequence must meet or surpass previously outlined performance objectives and these additional objectives.

4.1 THE STUDENT WILL DEMONSTRATE HIS RECALL OF ACCOUNTING PRINCIPLES AND HIS ABILITY TO APPLY THOSE PRINCIPLES BY COMPLETING A SERIES OF TEST ITEMS.

4.1.1 Accounting Principles. The following elements of the accounting process will be tested:

--Voucher system

--Special bookkeeping procedures including columnar journals

--Notes and notes registers

--Trade acceptances and commercial drafts

4.1.2 Performance Conditions. The student will be allowed a full class period to complete the test. Reference aids (i.e., textbook, notes, etc.) may not be used while taking this test.

4.2.3 Proof of Achievement. The student must complete the accounting principles test with at least 70% correctness.

4.1.3.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the teacher to help him reach the minimum performance level.

4.2 THE STUDENT WILL DEMONSTRATE HIS RECALL OF ACCOUNTING PRINCIPLES AS THEY RELATE TO CORPORATIONS AND HIS ABILITY TO APPLY THOSE PRINCIPLES BY COMPLETING A SERIES OF TEST ITEMS.

4.2.1 Accounting Principles. The following elements of the accounting process will be tested:

--Corporate ownership

--Corporate organization

--Corporate accounts, records, and financial reports

4.2.2 Performance Conditions. The student will be allowed a full class period to complete the test. Reference aids (i.e., text-book, notes, etc.) may not be used while taking this test.

4.2.3 Proof of Achievement. The student must complete the corporate accounting principles test with at least 70% correctness.

4.2.3.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the teacher to help him reach the minimum performance level.

4.3 AFTER COMPLETING A PRACTICE SET OR OTHER EXTENSIVE PROJECTS OR PROBLEMS, THE STUDENT WILL DEMONSTRATE HIS KNOWLEDGE OF ACCOUNTING PRINCIPLES AND PROCEDURES, AND HIS ABILITY TO INTERPRET ACCOUNTING RECORDS, BY ANSWERING A SERIES OF QUESTIONS RELATED TO THE ASSIGNMENT HE HAS COMPLETED.

4.3.1 Accounting Principles. The following elements of the accounting process will be tested:

--Planning journal entries, including adjusting, closing, and reversing entries

--Posting to ledger accounts

--Preparing end-of-fiscal-period statements

--Interpretation of end-of-fiscal-period statements

4.3.2 Performance Conditions. The student will be allowed one full class period to complete the test. He will refer to the completed assignment when answering the questions. Other reference aids (i.e., textbook, notes, etc.) may not be used while taking this test.

4.3.3 Proof of Achievement. The student must complete the test with at least 70 percent correctness.

4.3.3.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the teacher to help him reach the minimum performance level.

PERFORMANCE OBJECTIVES
FOR THE
OFFICE MACHINES AND OFFICE PROCEDURES PROGRAM

Prepared for
THE SAN MATEO UNION HIGH SCHOOL DISTRICT
June, 1970

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PERFORMANCE OBJECTIVES
FOR THE
OFFICE MACHINES AND OFFICE PROCEDURES PROGRAM

Introduction

These terminal performance objectives, listed in alphabetic order, have been written as guides for the development of learning activities in the Office Machines/Office Procedures Program.

Differences in school facilities and student population make it desirable and appropriate to provide a choice of performance objectives and activities for this program. Prior to developing the student's individual sequence of learning activities, the instructor and the student should discuss the student's goals and abilities.

Each performance objective represents a unit of work that is self-contained. While some objectives must be met in their entirety, the nature of some units will permit a student and teacher to elect completion of only part of a unit. This flexibility provides a high degree of consideration for individual student differences.

It is important to note that the objectives are written for the minimum performance of a beginning student. Many students can--and will want to--perform at much higher levels and every effort should be made to permit each student to reach his own highest performance level.

Terminal performance objectives for operation of the full-keyboard adding listing machine, the key-driven calculator, the ten-key adding listing machine, the rotary calculator, and the printing calculator were not written in this workshop and are not included in this report. Objectives for these machines were completed during the regular school year and are available under separate cover.

1.0 TERMINAL PERFORMANCE OBJECTIVES FOR ARITHMETIC SKILLS: Students seeking successful completion of the Arithmetic Skills Unit must meet or surpass the performance criteria outlined below.

1.1 THE STUDENT WILL DEMONSTRATE HIS ARITHMETIC SKILL BY COMPLETING A SERIES OF TESTS DESIGNED TO MEASURE HIS ABILITY TO WORK WITH WHOLE NUMBERS, FRACTIONS, DECIMALS, AND COMMON BUSINESS APPLICATIONS OF THESE FUNDAMENTAL SKILLS.

1.1.1 Whole Numbers, Fractions, Decimals. Each of these tests will include two or more problems in

--Addition

--Subtraction

--Multiplication

--Division

1.1.2 Common Business Applications. This test will include two or more problems involving

--Discounts

--Chain discounts

--Percentages

--Mark-up

--Simple interest

1.1.3 Performance Conditions. For each test session the student will be allowed time appropriate to the number and difficulty of the test items. Each test is a paper and pencil test; the student must complete it without the use of reference aids or equipment (i.e., textbooks, adding machines, etc.).

1.1.4 Proof of Achievement. The student must complete each test with at least 70% accuracy.

1.1.4.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the teacher to help him reach the minimum performance level.

2.0 TERMINAL PERFORMANCE OBJECTIVES FOR COMMUNICATIONS: Students seeking successful completion of any part or all of the Communications Unit must meet or surpass the performance criteria outlined for each part below.

2.1 THE STUDENT WILL DEMONSTRATE HIS KNOWLEDGE OF THE TELEPHONE AS A BUSINESS COMMUNICATIONS TOOL BY COMPLETING AN OBJECTIVE-TYPE TEST.

2.1.1 Test Topics. The test will include questions covering the following areas:

- Telephone in business
- Operating procedures
- Telephone courtesy
- Telephone efficiency
- Case studies

2.1.2 Performance Conditions. The student will be allowed sufficient time to complete all test items without the use of references.

2.1.3 Proof of Achievement. The student must complete the test with 70% accuracy.

2.1.3.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the teacher to help him reach the minimum performance level.

2.2 THE STUDENT WILL DEMONSTRATE HIS KNOWLEDGE OF POSTAL SERVICES AND MAIL HANDLING IN THE BUSINESS OFFICE BY COMPLETING AN OBJECTIVE-TYPE TEST.

2.2.1 Test Topics. The test will include questions covering the following areas:

- United States postal services
- Handling incoming mail
- Handling outgoing mail
- ZIP codes
- Handling interoffice mail

2.2.2 Performance Conditions. The student will be allowed sufficient time to complete all test items with only those reference materials supplied by the instructor.

2.2 POSTAL SERVICES AND MAIL HANDLING (continued):

2.2.3 Proof of Achievement. The student must complete the test with at least 70% accuracy.

2.2.3.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the teacher to help him reach the minimum performance level.

2.3 THE STUDENT WILL DEMONSTRATE HIS KNOWLEDGE OF THE DUTIES AND RESPONSIBILITIES OF A RECEPTIONIST AND THE SKILLS REQUIRED IN THE POSITION BY COMPLETING AN OBJECTIVE-TYPE TEST.

2.3.1 Test Topics. The test will include questions covering the following areas:

--Greeting and handling visitors

--Reception records

--Other related duties

--Case studies

2.3.2 Performance Conditions. The student will be allowed sufficient time to complete all test items without the use of references.

2.3.3 Proof of Achievement. The student must complete the test with at least 70% accuracy.

2.3.3.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the teacher to help him reach the minimum performance level.

3.0 TERMINAL PERFORMANCE OBJECTIVES FOR DATA PROCESSING: Students seeking successful completion of the Data Processing Unit must meet or surpass the performance criteria outlined below.

3.1 THE STUDENT WILL DEMONSTRATE HIS KNOWLEDGE OF SIMPLE DATA PROCESSING PRINCIPLES BY COMPLETING AN OBJECTIVE-TYPE GENERAL INFORMATION TEST.

3.1.1 Test Topics. The test will include questions covering the following areas:

--Beginning and development of office automation

--Recording numeric information in cards

--Recording alphabetic information in cards

--Punched tape and other input media

--Processing data by the tabulating system

--The tabulating system applied to sales data processing

3.1.2 Performance Conditions. The student will be allowed sufficient time to complete all test items without the use of references.

3.1.3 Proof of Achievement. The student must complete the test with at least 70% accuracy.

3.1.3.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the teacher to help him reach the minimum performance level.

3.2 THE STUDENT WILL DEMONSTRATE HIS ABILITY TO APPLY SELECTED PRINCIPLES BY INTERPRETING DATA ON A PUNCHED CARD AND BY COMPLETING A PUNCHED CARD PLANNING AND LAYOUT EXERCISE.

3.2.1 Punched Card Interpretation. Given a punched card, the student will interpret the information punched in the card. The information will include the following:

--Date

--Customer name

--Customer number

--State code number

--Salesman's number

3.2.1 Punched Card Interpretation (continued):

--Quantity

--Stock number

--Unit price

--Total price

3.2.2 Card Planning and Layout. Given a blank data processing card and the necessary information, the student will identify six fields with the appropriate headings.

3.2.3 Performance Conditions. The student will be allowed 10 minutes to complete each test. He may use reference material for the interpretation of alphabetic data only. No references may be used for the card planning and layout test.

3.2.4 Proof of Achievement. The student must complete both the punched card interpretation test and the card planning and layout with 100% accuracy.

3.2.4.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the teacher to help him reach the required level of performance.

4.0 TERMINAL PERFORMANCE OBJECTIVES FOR EMPLOYMENT: Students seeking successful completion of any part or all of the Employment Unit must meet or surpass the performance criteria outlined for each part below.

4.1 THE STUDENT WILL PREPARE A TYPEWRITTEN LETTER OF APPLICATION ANSWERING A NEWSPAPER ADVERTISEMENT SELECTED BY THE STUDENT AND APPROVED BY THE INSTRUCTOR.

4.1.1 Performance Conditions. The student may use reference aids of his choice in the preparation of the letter of application.

4.1.2 Proof of Achievement. The instructor will subjectively evaluate the letter of application considering the following points:

--Principal elements of a letter of application

--Spelling

--Vocabulary

--Neatness

--Accuracy

4.1.2.1 If the student should fail to meet the criteria outlined above, he will be given remedial instruction and as many opportunities as he needs to reach the required level of performance.

4.2 THE STUDENT WILL COMPLETE AN APPLICATION FORM SELECTED AND SUPPLIED BY THE INSTRUCTOR.

4.2.1 Performance Conditions. The student may use reference aids of his choice, including a personal data sheet and a personal history form, in completing the application form.

4.2.2 Proof of Achievement. The instructor will subjectively evaluate the application form considering the following points:

--Neatness

--Spelling

--Completeness

--Evidence of ability to follow instructions

4.2.2.1 If the student should fail to meet the criteria outlined above, he will be given remedial instruction and as many opportunities as he needs to reach the required level of performance.

4.3 THE STUDENT WILL PREPARE A TYPEWRITTEN PERSONAL DATA SHEET IN A COMMONLY ACCEPTED STYLE.

4.3.1 Essential Data to be Included. The personal data sheet must contain the following informational sections:

--HEADING: Name, address, and telephone number

--PERSONAL DATA: Date of birth, place of birth, height, weight, health, marital status, and social security number

--EDUCATION: High school and business skills

--EXPERIENCE: Dates of employment, name and address of employer, and duties

--REFERENCES: Names, titles, addresses, and telephone numbers of at least three adult references

--MISCELLANEOUS: Students may add school activities, community activities, and any personal information desired

4.3.2 Performance Conditions. The student may use reference aids of his choice, including a personal history form, in the preparation of the personal data sheet.

4.3.3 Proof of Achievement. The instructor will subjectively evaluate the personal data sheet considering the following points:

--Neatness

--Completeness

--Spelling

--Arrangement

4.3.3.1 If the student should fail to meet the criteria outlined above, he will be given remedial instruction and as many opportunities as he needs to reach the required level of performance.

4.4 THE STUDENT WILL COMPLETE THE VERBAL ABILITIES TEST, THE CLERICAL ABILITIES TEST, AND THE LETTER SERIES TEST PUBLISHED BY THE UNITED STATES CIVIL SERVICE COMMISSION.

4.4.1 Test Source. The tests are from Federal Office Assistant Examination: Stenographer, Typist, Clerk, and Office Machine Operator (AN 2400 R3) published in 1969 by the Civil Service Commission.

4.4.2 Performance Conditions. The student will complete each test in the times specified below without the use of references.

--Verbal Abilities Test (35 minutes)

--Clerical Abilities Test (15 minutes)

--Letter Series Test (20 minutes)

4.4.3 Proof of Achievement. The student is not required to score at any particular level on these tests to meet the requirements of this objective. However, he must participate in a discussion of the test results with his instructor.

4.5 THE STUDENT WILL PARTICIPATE IN A REAL OR MOCK JOB INTERVIEW ARRANGED BY THE INSTRUCTOR.

4.5.1 Performance Conditions. The student must participate in the interview at the time and place specified by the instructor. If instruction in proper dress has been included in this unit, at the discretion of the instructor, the student may be asked to dress in a manner appropriate for a typical job interview.

4.5.2 Proof of Achievement. The student must complete the interview and participate in a critique of it in the manner outlined by his instructor. The critique is for guidance purposes only.

5.0 TERMINAL PERFORMANCE OBJECTIVES FOR FINANCIAL RECORDS: Students seeking successful completion of any part or all of the Financial Records Unit must meet or surpass the performance criteria outlined for each part below.

5.1 GIVEN THE NECESSARY FORMS AND INFORMATION, THE STUDENT WILL COMPLETE A SIMPLE CHECK-WRITING CYCLE.

5.1.1 Forms and Information. The student will receive the following:

- Five blank checks
- A check register
- Beginning bank balance
- A deposit amount
- Data for five checks

5.1.2 Performance Conditions. The student will be allowed 30 minutes to complete the check-writing cycle with the use of a calculating machine. The checks must be written in ink.

5.1.3 Proof of Achievement. The student must complete the check writing in correct form; his mathematical calculations in the check register must be at least 90% correct.

5.1.3.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the instructor to help him reach that performance level.

5.2 GIVEN THE NECESSARY FORMS AND INFORMATION, THE STUDENT WILL COMPLETE A SIMPLE PETTY CASH FUND CYCLE.

5.2.1 Forms and Information. The student will receive the following:

- Five petty cash vouchers
- A petty cash summary form
- Opening balance in the petty cash fund
- Data for the five petty cash expenditures

5.2.2 Performance Conditions. The student will be allowed 40 minutes to complete the petty cash cycle with the use of a calculating machine. The vouchers must be prepared in ink.

5.2.3 Proof of Achievement. The student must complete the petty cash cycle in correct form; his mathematical calculations must be at least 90% correct. "Completing the petty cash cycle" means

- Preparing five petty cash vouchers;
- Recording the opening of the petty cash fund on the petty cash summary form;
- Recording information from vouchers on the petty cash summary form;
- Proving the cash-fund balance; and
- Recording reimbursement for petty cash.

5.2.3.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the instructor to help him reach that performance level.

5.3 GIVEN THE NECESSARY FORMS AND INFORMATION, THE STUDENT WILL DEMONSTRATE THAT HE CAN KEEP SIMPLE PAYROLL RECORDS.

5.3.1 Forms and Information. The student will receive the following:

- Three payroll time cards (Each card will indicate the employee's name, number, number of dependents, and hourly rate of pay.)
- A payroll journal
- Three blank payroll checks
- An income tax withholding chart
- The current social security rate
- A fixed insurance deduction

5.3.2 Performance Conditions. The student will be allowed 50 minutes to complete the payroll procedures with the use of a calculating machine. The payroll journal and checks must be written in ink.

5.3.3 Proof of Achievement. The student must complete the payroll procedures in correct form; his mathematical calculations must be at least 70% correct. "Payroll procedure" means

- Determining total hours worked for each employee;
- Determining gross pay;
- Computing deductions using the tax and insurance premium information supplied

5.3.3 Proof of Achievement (continued):

- Computing net pay;
- Completing the payroll journal; and
- Writing payroll checks for the three employees.

5.3.3.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the instructor to help him reach that performance level.

5.4 GIVEN THE NECESSARY FORMS AND INFORMATION, THE STUDENT WILL DEMONSTRATE THAT HE CAN COMPLETE A MULTIPLE CARBON COPY INVOICE.

5.4.1 Forms and Information. The student will receive the following:

- An invoice with two carbons
- Typical invoice data including three items for extension

5.4.2 Performance Conditions. The student will be allowed 15 minutes to complete the invoice with the use of a calculating machine. The student may use either a typewriter or a ballpoint pen.

5.4.3 Proof of Achievement. The student must complete the invoice in correct form; his mathematical calculations must be at least 90% correct.

5.4.3.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the instructor to help him reach that performance level.

5.5 GIVEN THE NECESSARY FORMS AND INFORMATION, THE STUDENT WILL DEMONSTRATE THAT HE CAN FILL OUT BANK DEPOSIT SLIPS.

5.5.1 Forms and Information. The student will receive the following:

- Three blank deposit slips
- A list of currency, coin, and checks to be included on each deposit

5.5.2 Performance Conditions. The student will be allowed 10 minutes to complete the deposit slips with the use of a calculating machine.

5.5.3 Proof of Achievement. The student must complete all three deposit slips in correct form; his mathematical calculations must be 100% correct.

5.5.3.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the instructor to help him reach that performance level.

6.0 TERMINAL PERFORMANCE OBJECTIVES FOR FLUID DUPLICATING: Students seeking successful completion of the Fluid Duplicating Unit must meet or surpass the performance criteria outlined below.

6.1 GIVEN THE NECESSARY MATERIALS AND INSTRUCTIONS, THE STUDENT WILL PREPARE A FLUID DUPLICATOR MASTER AND DUPLICATE COPIES OF THAT MASTER.

6.1.1 Materials and Instructions. The student will receive the following:

--Fluid duplicator master(s)

--Guidelines for a project requiring the student to type, trace, letter, rule, and write in longhand on a master

--Duplicator paper

6.1.2 Performance Conditions. The instructor's approval of the prepared master must be secured before duplication of 10 copies of the master. The instructor may, at his discretion, require that corrections be made, that a new master be prepared, and that other work be done if necessary to produce an acceptable master and the duplicated copies.

6.1.3 Proof of Achievement. The student must complete the master and duplicated copies to the satisfaction of the instructor.

6.1.3.1 The student will be given as many opportunities as he needs to meet this objective. Remedial instruction will be provided if needed.

6.2 THE STUDENT WILL DEMONSTRATE HIS KNOWLEDGE OF THE FLUID DUPLICATING PROCESS BY COMPLETING AN OBJECTIVE-TYPE TEST.

6.2.1 Test Topics. The test will include questions covering the following areas:

--Typing on the master

--Hand work on the master

--Making corrections

--Operation of the fluid duplicator

--Business uses of the fluid duplicator

6.2.2 Performance Conditions. The student will be allowed sufficient time to complete all test items without the use of references.

6.2.3 Proof of Achievement. The student must complete the test with at least 70% accuracy.

6.2.3.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the teacher to help him reach the minimum performance level.

7.0 TERMINAL PERFORMANCE OBJECTIVE FOR MACHINE TRANSCRIPTION: Students seeking successful completion of the Machine Transcription Unit must meet or surpass the performance criteria outlined below.

7.1 GIVEN RECORDED DICTATED MATERIAL, THE STUDENT WILL DEMONSTRATE THAT HE CAN OPERATE A TRANSCRIBING MACHINE AND THAT HE CAN TRANSCRIBE MATERIAL IN "MAILABLE" FORM.

7.1.1 Recorded Dictated Material. The student will receive two short manuscripts and two average-length business letters.

7.1.2 Performance Conditions. The student will

--Demonstrate, upon request of the instructor, operation of the controls of the transcribing machine available to the student in his classroom;

--Select and transcribe on a typewriter two of the four items of dictated material in "mailable" form with the use of reference aids of his choice;

--Complete the transcription of the two items within 250 minutes.

7.1.3 Proof of Achievement. The student's transcripts, to be considered "mailable," must be

--Attractively arranged and well placed on the page;

--Neat (free of smudges and unsightly erasures);

--Free of spelling and syllabication errors.

7.1.3.1 If the student should fail to meet the above criteria, he will be given remedial instruction and a second opportunity to reach the specified performance level.

8.0 TERMINAL PERFORMANCE OBJECTIVE FOR OFFICE-STYLE PRODUCTION TYPING: Students seeking successful completion of the Office-Style Production Typing Unit must meet or surpass the performance criteria outlined below.

8.1 GIVEN APPROPRIATE MATERIAL, THE STUDENT WILL DEMONSTRATE HIS ABILITY TO TYPE A BUSINESS LETTER (WITH CARBON COPY) AND AN ENVELOPE IN "MAILABLE" FORM.

8.1.1 Appropriate Material. The student will be given three average-length business letters in rough draft form.

8.1.2 Performance Conditions. The student will

--Select and type at least one of the three letters;

--Type the letter(s) in any common style within 50 minutes using reference aids of his choice;

--Use an eraser, or other acceptable correction device, to assist in the production of a "mailable" copy.

8.1.3 Proof of Achievement. The student's letter, carbon copy, and envelope, to be considered "mailable" must be

--Attractively arranged and well placed on the page;

--Neat (free of smudges and unsightly erasures);

--Free of spelling and syllabication errors.

8.1.3.1 If the student should fail to meet the above criteria, he will be given remedial instruction and a second opportunity to reach the specified performance level.

9.0 TERMINAL PERFORMANCE OBJECTIVES FOR RECORDS MANAGEMENT: Students seeking successful completion of any part or all of the Records Management Unit must meet or surpass the performance criteria outlined for each part below.

9.1 GIVEN 20 GROUPS OF NAMES (THREE PER GROUP). THE STUDENT WILL ARRANGE EACH GROUP IN ALPHABETIC ORDER.

9.1.1 Performance Conditions. The student will be allowed 20 minutes to complete the test.

9.1.2 Proof of Achievement. The student must complete the alphabetic filing test with at least 70% accuracy.

9.1.2.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the instructor to help him reach that performance level.

9.2 GIVEN 50 BUSINESS LETTERS (25 INCOMING AND 25 FILE COPIES OF OUTGOING LETTERS), THE STUDENT WILL DEMONSTRATE THAT HE CAN ARRANGE THEM IN ALPHABETIC ORDER AND THAT HE CAN, ON CALL, LOCATE ANY ONE OR MORE OF THE LETTERS HE HAS ALPHABETIZED.

9.2.1 Performance Conditions for the Simulated Filing Sequence. The student must complete the following steps within 50 minutes:

--Inspect each incoming letter to determine if it has a release mark;

--Code and index each letter for filing;

--Prepare the necessary cross reference sheets; and

--Alphabetize the 50 letters and cross reference sheets.

9.2.2 Performance Conditions for the "Finding" Test. Without reference aids, the student will locate selected letters among those he has alphabetized within a period of time appropriate to the number of items the instructor asks him to find.

9.2.3 Proof of Achievement. Location of at least 70% of the items requested in the "Finding" test will be deemed evidence that the filing sequence was successfully completed.

9.2.3.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the instructor to help him reach that performance level.

9.3 GIVEN 20 GROUPS OF NAMES (THREE PER GROUP), THE STUDENT WILL ARRANGE EACH GROUP IN CORRECT GEOGRAPHIC ORDER.

9.3.1 Performance Conditions. The student will be allowed 20 minutes to complete the test.

9.3.2 Proof of Achievement. The student must complete the geographic filing test with at least 70% accuracy.

9.3.2.1 If the student should fail to meet the above criteria, he will be given remedial work as needed and a second opportunity to meet the objective.

9.4 GIVEN 20 PIECES OF CORRESPONDENCE, THE STUDENT WILL INDICATE THE FILING GUIDE BEHIND WHICH EACH PIECE OF CORRESPONDENCE SHOULD BE FILED ACCORDING TO SUBJECT.

9.4.1 Performance Conditions. The student will be allowed 20 minutes to complete the test. No reference aids may be used.

9.4.2 Proof of Achievement. The student must complete the subject filing test with at least 70% accuracy.

9.4.2.1 If the student should fail to meet the above criteria, he will be given remedial instruction and a second opportunity to reach the specified performance level.

9.5 THE STUDENT WILL DEMONSTRATE HIS KNOWLEDGE OF RECORDS MANAGEMENT BY COMPLETING AN OBJECTIVE-TYPE TEST.

9.5.1 Test Topics. The test will include questions covering the following:

--Filing rules and principles

--Filing systems, supplies, and equipment

--Filing procedures

9.5.2 Performance Conditions. Without the use of references, the student will complete the test in a period of time appropriate to the number and complexity of test items.

9.5.3 Proof of Achievement. The student must complete the test with at least 70% accuracy.

9.5.3.1 If the student should fail to meet the above criteria, he will be given remedial instruction and a second opportunity to reach the specified performance level.

10.0 TERMINAL PERFORMANCE OBJECTIVES FOR STENCIL DUPLICATING: Students seeking successful completion of the Stencil Duplicating Unit must meet or surpass the performance criteria outlined below.

10.1 GIVEN THE NECESSARY MATERIALS AND INSTRUCTIONS, THE STUDENT WILL PREPARE A STENCIL AND DUPLICATE COPIES OF THAT STENCIL.

10.1.1 Materials and Instructions. The student will receive the following:

--Stencil(s)

--Guidelines for a project requiring the student to type, trace, letter, rule, shade, and write in longhand on a stencil

--Stencil duplicating paper

10.1.2 Performance Conditions. The instructor's approval of the prepared stencil must be secured before duplication of 10 copies of the stencil. The instructor may, at his discretion, require that corrections be made, that a new stencil be prepared, and that other work be done if necessary to produce an acceptable stencil and the duplicated copies.

10.1.3 Proof of Achievement. The student must complete the stencil and duplicated copies to the satisfaction of the instructor.

10.1.3.1 The student will be given as many opportunities as he needs to meet this objective. Remedial instruction will be provided if needed.

10.2 THE STUDENT WILL DEMONSTRATE HIS KNOWLEDGE OF THE STENCIL DUPLICATING PROCESS BY COMPLETING AN OBJECTIVE-TYPE TEST.

10.2.1 Test Topics. The test will include questions covering the following areas:

--Typing on the stencil

--Hand work on the stencil

--Making corrections

--Operation of the stencil duplicator

--Business uses of the stencil duplicator

10.2.2 Performance Conditions. The student will be allowed sufficient time to complete all test items without the use of references.

10.2.3 Proof of Achievement. The student must complete the test with at least 70% accuracy.

10.2.3.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the teacher to help him reach the minimum performance level.

- 11.0 TERMINAL PERFORMANCE OBJECTIVES FOR WORD RECOGNITION: Students seeking successful completion of the Word Recognition Unit must meet or surpass the performance criteria outlined below.
- 11.1 GIVEN A LIST OF 25 WORDS SELECTED FROM A LIST OF COMMONLY MISSPELLED WORDS OF WHICH 10 ARE INCORRECT, THE STUDENT WILL IDENTIFY THE MISSPELLED WORDS.
- 11.1.1 Performance Conditions. Without reference aids, the student will complete the test in 10 minutes.
- 11.1.2 Proof of Achievement. The student must complete the test with at least 90% accuracy.
- 11.1.2.1 If the student should fail to meet the above criteria, he will be given remedial instruction and a second opportunity to reach the specified performance level.
- 11.2 GIVEN A PARAGRAPH CONTAINING TEN MISSPELLED WORDS SELECTED FROM A LIST OF COMMONLY MISSPELLED WORDS, THE STUDENT WILL IDENTIFY THE INCORRECTLY SPELLED WORDS.
- 11.2.1 Performance Conditions. Without reference aids, the student will complete the test in 10 minutes.
- 11.2.2 Proof of Achievement. The student must complete the test with at least 90% accuracy.
- 11.2.2.1 If the student should fail to meet the above criteria, he will be given remedial instruction and a second opportunity to reach the specified performance level.
- 11.3 GIVEN A PRINTED LIST OF 35 WORDS CONTAINING THREE SPELLINGS FOR EACH WORD SELECTED FROM A LIST OF COMMONLY MISSPELLED WORDS, THE STUDENT WILL IDENTIFY THE CORRECTLY SPELLED WORDS.
- 11.3.1 Performance Conditions. Without reference aids, the student will complete the test in 15 minutes.
- 11.3.2 Proof of Achievement. The student must complete the test with at least 90% accuracy.
- 11.3.2.1 If the student should fail to meet the above criteria, he will be given remedial instruction and a second opportunity to reach the specified performance level.

PERFORMANCE OBJECTIVES
FOR
THE DISTRIBUTIVE EDUCATION PROGRAM

Prepared for
THE SAN MATEO UNION HIGH SCHOOL DISTRICT
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by

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1.0 TERMINAL PERFORMANCE OBJECTIVES FOR OBTAINING THE JOB: Students seeking successful completion of the Obtaining the Job Unit must meet or surpass the performance criteria outlined below.

1.1 GIVEN A BLANK EMPLOYMENT APPLICATION FORM SIMILAR TO CLASS EXAMPLES, THE STUDENT WILL COMPLETE THE FORM IN A MANNER THAT WOULD BE ACCEPTABLE TO A TYPICAL EMPLOYER.

1.1.1 Performance Conditions. The student may use references such as a personal data sheet as aids in the completion of the application. Unless otherwise specified, it may be either written or typed.

1.1.2 Proof of Achievement. The instructor will subjectively evaluate the application form considering the following points:

--Neatness

--Spelling

--Completeness

--Evidence of ability to follow instructions

1.1.2.1 If the student should fail to meet the criteria outlined above, he will be given remedial instruction and as many opportunities as he needs to complete an application in an acceptable manner.

1.2 THE STUDENT WILL PARTICIPATE IN A MOCK JOB INTERVIEW ARRANGED FOR HIM BY THE INSTRUCTOR.

1.2.1 Performance Conditions. The student must participate in a minimum of one role-playing situation. At the discretion of the instructor, the student may engage in a written role-playing situation requiring written responses to questions by the interviewer.

1.2.2 Proof of Achievement. The student must complete the interview and participate in an evaluation of his performance in the manner outlined by his instructor. The evaluation is for guidance purposes only.

2.0 TERMINAL PERFORMANCE OBJECTIVES FOR PERSONALITY DEVELOPMENT: Students seeking successful completion of the Personality Development Unit must meet or surpass the performance criteria outlined below.

2.1 THE STUDENT WILL DEMONSTRATE HIS KNOWLEDGE OF GENERALLY DESIRABLE PERSONALITY TRAITS IN SALES PERSONS BY LISTING AND DEFINING FROM MEMORY AT LEAST EIGHT OF THOSE TRAITS.

2.1.1 Personality Traits. Traits generally considered desirable in sales persons include:

- Thoroughness
- Cooperation
- Dependability
- Honesty
- Initiative
- Ambition
- Loyalty
- Interest in one's job
- Courtesy
- Enthusiasm
- Poise

2.1.2 Performance Conditions. The student will be allowed sufficient time to respond without the use of reference aids.

2.1.3 Proof of Achievement. The student will have met the minimum requirements of this objective if, in the opinion of his instructor, he has

- Listed eight or more traits;
 - Defined each trait in a manner that denotes at least minimal recall of the definitions included in the learning activities completed by the student as a part of the unit.
- 2.1.3.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the teacher to help him reach the minimum performance level.

2.2 THE STUDENT WILL DEMONSTRATE HIS RECALL OF PERSONALITY TRAIT DEFINITIONS, THE DEVELOPMENT OF PERSONALITY TRAITS, AND THE APPLICATION OF THESE TRAITS IN SALES SITUATIONS BY ANSWERING A SERIES OF MULTIPLE-CHOICE QUESTIONS.

2.2.1 Test Topics: The test will include questions covering the traits listed under 2.1.1 on the previous page.

2.2.2 Performance Conditions. The student will be allowed time appropriate to the length and complexity of the test questions. No reference aids may be used while taking this test.

2.2.3 Proof of Achievement. The student must answer at least 70% of the questions correctly.

2.2.2.1 If the student should fail to meet the criteria outlined above, he will be given a second opportunity to do so after completing remedial learning activities recommended to him by his instructor to bring him to the minimum performance level.

3.0 TERMINAL PERFORMANCE OBJECTIVES FOR FUNDAMENTAL SKILLS: Students seeking successful completion of the Fundamental Skills Unit must meet or surpass the performance criteria outlined below in 3.1 through 3.3. Students enrolled in schools with a cash register available for instructional purposes must also meet the performance criteria outlined in 3.4.

3.1 THE STUDENT WILL DEMONSTRATE HIS BASIC ARITHMETIC SKILL BY COMPLETING A SERIES OF PROBLEMS DESIGNED TO MEASURE HIS ABILITY TO WORK WITH WHOLE NUMBERS, FRACTIONS, DECIMALS, AND COMMON BUSINESS APPLICATIONS OF THESE FUNDAMENTAL ARITHMETIC SKILLS.

3.1.1 Test Problems. The basic arithmetic test will include at least two problems in

--Addition

--Subtraction

--Multiplication

--Division

--Fractions

--Decimals

--Percentages

3.1.2 Performance Conditions. The student will be allowed a time period consistent with current employment testing practices. The test is a paper and pencil test; the student must complete it without the use of reference aids or equipment (i.e., textbooks, adding machines, etc.)

3.1.3 Proof of Achievement. The student must complete the test with at least 90% accuracy.

3.1.3.1 If the student should fail to score at least 90% on this test, he will be given remedial learning activities and a second opportunity to reach the minimum performance level.

3.2 THE STUDENT WILL DEMONSTRATE KNOWLEDGE BASIC TO THE SUCCESSFUL SALES PERSON REGARDING CREDIT, THE DEBTOR/CREDITOR RELATIONSHIP, AND CREDIT CARD TRANSACTIONS BY COMPLETING A SERIES OF ESSAY OR SHORT-ANSWER TYPE QUESTIONS.

3.2.1 Test Topics. The test will include questions covering the following areas:

--Character, Capacity, and Capital: the three factors considered in granting credit;

3.2.1 Test Topics (continued):

- Open credit, Installment credit, Revolving credit: three types of retail credit:
- The use of credit cards and the rights and responsibilities of the parties involved in credit card transactions.

3.2.2 Performance Conditions. The student will be allowed

- 10 minutes to list and define Character, Capacity, and Capital;
- 20 minutes to list and define the three types of retail credit;
- One class period to describe the debtor/creditor relationship in a credit card transaction.

No reference aids may be used while completing any portion of this test.

3.2.3 Proof of Achievement. To meet the minimum criteria, the student must

- List and define all three credit components;
- List all three types of credit and define the three with at least 80% accuracy;
- Describe the credit card transaction to the satisfaction of the instructor. The following points must be included in the answer:
 - The legal contract involved
 - The validity of the card

3.2.3.1 If the student should fail to meet the criteria for any part or all of this objective, he will be given a second opportunity to demonstrate his competence after completing remedial learning activities recommended to him by his instructor to bring him to the minimum performance level.

3.3 THE STUDENT WILL COMPLETE A RETAIL CREDIT APPLICATION FORM SELECTED AND SUPPLIED BY THE INSTRUCTOR.

3.3.1 Performance Conditions. The form will be similar to those used in the learning activities for this unit. The student will complete the form in one class period or less. He may use personal reference aids such as a personal history form, a social security card, credit cards, and bank books to assist him in proper completion of the form.

3.3.2 Proof of Achievement. The student must respond to all questions asked on the form.

3.3.2.1 If the student should fail to meet the above criteria, he will be given additional opportunities to do so after completing remedial work recommended by the teacher to help him reach the minimum performance level.

3.4 GIVEN A CASH REGISTER AND A SIMULATED RETAIL CASH TRANSACTION, THE STUDENT WILL DEMONSTRATE HIS ABILITY TO OPERATE THE MACHINE.

3.4.1 Performance Conditions. The student will secure the assistance of another student to act as a customer. The "customer" will state the total amount of his purchase and the amount tendered for each of three separate transactions. The student will ring up the sales and save the cash register receipts for each sale.

3.4.2 Proof of Achievement. The student will present a minimum of two cash register receipts of sale to his instructor.

3.4.2.1 If the instructor determines that the sales were incorrectly rung up, he may--at his discretion--require the student to engage in remedial practice at the cash register.

4.0 TERMINAL PERFORMANCE OBJECTIVE FOR HUMAN RELATIONS: Students seeking successful completion of the Human Relations Unit must meet or surpass the performance criteria outlined below.

4.1 GIVEN A SERIES OF CASE STUDIES OF SELLING OR EMPLOYMENT SITUATIONS, THE STUDENT WILL DEMONSTRATE HIS ABILITY TO IDENTIFY HUMAN RELATIONS PROBLEMS, TO SELECT POTENTIALLY FEASIBLE OR WORKABLE SOLUTIONS TO THEM, AND TO IDENTIFY POSSIBLE CONSEQUENCES RESULTING FROM A PARTICULAR SOLUTION TO A PROBLEM.

4.1.1 Performance Conditions. The student will be given time appropriate to the length and complexity of the case studies he is asked to analyze. He may use reference materials.

4.1.2 Proof of Achievement. The student will have met this objective if he

--Indicates two feasible or workable solutions to at least two-thirds of the human relations problems in the case studies given;

--Identifies the possible consequences of at least two-thirds of the solutions that he proposes.

(A "feasible" or "workable" solution is one an employee could apply to a problem and still maintain his job.)

4.1.2.1 If the student should fail to meet the minimum criteria outlined above, he will be given a second opportunity to do so after completing remedial learning activities recommended to him by his instructor to bring him to the minimum performance level.

5.0 TERMINAL PERFORMANCE OBJECTIVES FOR THE MARKETING PROCESS: Students seeking successful completion of The Marketing Process Unit must meet or surpass the performance criteria outlined below.

5.1 THE STUDENT WILL DEMONSTRATE HIS KNOWLEDGE OF THE DIFFERENCE BETWEEN "PRODUCTION" AND "MARKETING" BY DEFINING EACH TERM FROM MEMORY AND IN WRITING WITHIN TEN MINUTES.

5.1.1 Proof of Achievement. The student will have met the requirements of this objective if, in the opinion of his instructor, he has defined both terms according to the definitions included in the learning activities completed by the student as a part of this unit.

5.1.1.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the teacher to help him reach the minimum performance level.

5.2 THE STUDENT WILL DEMONSTRATE HIS KNOWLEDGE OF THE NINE NECESSARY STEPS IN THE MARKETING PROCESS BY LISTING AND DEFINING EACH STEP FROM MEMORY IN WRITING WITHIN 30 MINUTES.

5.2.1 Necessary Steps in the Marketing Process: The nine steps are

--Market research

--Distribution

--Buying

--Transportation

--Insurance

--Standardization

--Advertising

--Storage

5.2.2 Proof of Achievement. The student will have met the minimum requirements of this objective if he has listed seven or more of the nine steps and, in the opinion of his instructor, has defined each step listed according to the definitions included in the learning activities completed by the student as a part of the unit.

5.2.2.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the teacher to help him reach the minimum performance level.

6.0 TERMINAL PERFORMANCE OBJECTIVE FOR DISPLAY: Students seeking successful completion for the Display Unit must meet or surpass the performance criteria outlined below.

6.1 THE STUDENT WILL DEMONSTRATE HIS ABILITY TO DISPLAY ONE OR MORE MERCHANDISE ITEMS IN A STORE WINDOW BY CONSTRUCTING A DISPLAY IN A SIMULATED BOX FORM OR IN A LOCAL BUSINESS WINDOW.

6.1.1 Performance Conditions. The student must complete the display in one week or less outside a formal classroom time. It will be the responsibility of the student to make arrangements with the teacher concerning the time he wishes to work on his display.

6.1.2 Proof of Achievement. To meet the minimum requirements of this objective, the student must have a total score of at least 80% when the instructor evaluates the display on the following elements:

--Selling

--Eye appeal (color, line, and design)

--Theme

--Background

--Effort

6.1.2.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the teacher to help him reach the minimum performance level.

7.0 TERMINAL PERFORMANCE OBJECTIVE FOR ADVERTISING: Students seeking successful completion of the Advertising Unit must meet or surpass the performance criteria outlined below.

7.1 THE STUDENT WILL DEMONSTRATE HIS KNOWLEDGE OF THE ESSENTIAL ELEMENTS OF AN ADVERTISEMENT AND HIS ABILITY TO WORK WITH THOSE ELEMENTS BY DEVELOPING AND CONSTRUCTING AN ADVERTISEMENT.

7.1.1 Performance Conditions. The student must complete the work in one week or less of formal classroom time with teacher guidance and supplied materials as required by the student. The advertisement must include both layout and copy; it may be for merchandise, a service, or for some institutional topic.

7.1.2 Proof of Achievement. To meet the minimum requirements of this objective, the student must have a total score of 80% when rated by the instructor and/or a student panel on the following elements:

--Attracting attention

--Selling benefits or service

--Eye motion

--Headline and/or picture

--Related copy

--Image

--Miscellaneous (signature plate, hours)

7.1.2.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial work recommended by the teacher to help him reach the minimum performance level.

8.0 TERMINAL PERFORMANCE OBJECTIVE FOR UNIT CONTROL: Students seeking successful completion of the Unit Control Unit must meet or surpass the performance criteria outlined below.

8.1 GIVEN THE NECESSARY UNIT CONTROL FORMS AND INFORMATION, THE STUDENT WILL COMPLETE A PROBLEM-TYPE TEST TO DEMONSTRATE HIS ABILITY TO OPERATE A MERCHANDISING UNIT CONTROL SYSTEM.

8.1.1 Forms and Information. The student will receive the following:

--Purchase orders

--Invoices

--A ticket

--Sales record

--Information necessary to work with above forms

8.1.2 Performance Conditions. The student will be allowed time adequate to the length and complexity of the problems included in the test. No reference aids may be used while taking this test.

8.1.3 Proof of Achievement. The student must complete at least 80% of the total blank unit control forms without significant error.

8.1.3.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial learning activities recommended by his instructor.

9.0 TERMINAL PERFORMANCE OBJECTIVE FOR STORE ORGANIZATION: Students seeking successful completion of the Store Organization Unit must meet or surpass the performance criteria outlined below.

9.1 GIVEN A BLANK ORGANIZATION CHART, THE STUDENT WILL IDENTIFY FROM MEMORY, IN WRITING, WITHIN A 15 MINUTE PERIOD OF TIME, THE LINE AND STAFF; THE MERCHANDISING, SALES PROMOTION, STORE MANAGEMENT, AND CONTROLLER DIVISIONS OF A RETAIL ORGANIZATION; AND THREE JOB CLASSIFICATIONS WITHIN EACH DIVISION.

9.1.1 Proof of Achievement. The student will have met this objective if he completes at least 75% of the organization chart correctly.

9.1.1.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial learning activities recommended by his instructor.

10.0 TERMINAL PERFORMANCE OBJECTIVE FOR FRANCHISING: Students seeking successful completion of the Franchising Unit must meet or surpass the performance criteria outlined below.

10.1 THE STUDENT WILL DEMONSTRATE HIS KNOWLEDGE OF THE FRANCHISING CONCEPT BY COMPLETING A SERIES OF SHORT ESSAY QUESTIONS ABOUT THE CONCEPT AND THE OPERATION OF A FRANCHISE BUSINESS.

10.1.1 Test Topics. The test will include questions covering the following areas:

- Definition of franchising
- Organization of a basic franchise
- Personal qualifications
- Binding contract terminology
- Parent company relationships
- Capital commitment
- Franchise opportunities
- Sources of information and references

10.1.2 Performance Conditions. The student will be allowed one class period to complete this test. Each topic must be discussed in at least one paragraph and without the use of reference aids.

10.1.3 Proof of Achievement. The student will have met this objective if he

- Discusses each of the topics listed;
- Responds to each topic, in the opinion of his instructor, in a manner that indicates reasonable recall of the information he was provided in the learning activities he completed as a part of this unit.

10.1.3.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial learning activities recommended by his instructor.

11.0 TERMINAL PERFORMANCE OBJECTIVE FOR SALESMANSHIP: Students seeking successful completion of the Salesmanship Unit must meet or surpass the performance criteria outlined below.

11.1 THE STUDENT WILL DEMONSTRATE HIS KNOWLEDGE OF SELLING TECHNIQUES AND HIS ABILITY TO APPLY THEM BY COMPLETING ONE SALES DEMONSTRATION IN FRONT OF THE CLASS WITH A STUDENT CUSTOMER OR CUSTOMERS.

11.1.1 Performance Conditions. The student will be asked to perform only after he has had a reasonable period of time to prepare his sales demonstration. Any limitations on the length of the demonstration will be outlined for the student in advance so that he can prepare with the limitations in mind.

11.1.2 Proof of Achievement. The student will have met this objective if he receives at least a 75% rating when evaluated by the instructor and/or the student observers on the following selling techniques:

--Preparation

--Approach

--Interest-desire

--Demonstration

--Handling objections

--The close

--Multiple selling

--Grooming

11.1.2.1 If the student should fail to meet the above criteria, he will be given a second opportunity to do so after completing remedial learning activities recommended by his instructor. Time constraints may necessitate completion of a second demonstration under somewhat different circumstances than the first.

DISTRIBUTIVE EDUCATION: SALES WORK EXPERIENCE

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- 12.0 TERMINAL PERFORMANCE OBJECTIVES FOR SALES WORK EXPERIENCE: Students seeking completion of and credit for the Sales Work Experience portion of the Distributive Education program must meet the performance criteria outlined below.
- 12.1 THE STUDENT MUST HAVE MET THE MINIMUM PERFORMANCE CRITERIA OUTLINED FOR THE OBJECTIVES OF THE SALES AND MERCHANDISING CLASS IN 1.0 THROUGH 11.0 ON THE PREVIOUS PAGES.
- 12.1.1 Exemption from the above requirements is possible only for good and sufficient cause. Educationally or emotionally handicapped students may be given special consideration.
- 12.2 THE STUDENT MUST MEET THE MINIMUM WORKING HOURS REQUIRED BY THE SAN MATEO UNION HIGH SCHOOL DISTRICT.
- 12.2.1 Proof of Achievement. The student must submit time sheets (verified by employer signature and/or payroll vouchers) to the instructor at specified times.
- 12.3 THE STUDENT MUST PARTICIPATE IN A DISCUSSION WITH HIS TEACHER REGARDING THE EVALUATION FORM(S) COMPLETED BY HIS EMPLOYER AND TEACHER.

PERFORMANCE OBJECTIVES
FOR THE
WORK EXPERIENCE PROGRAM

Prepared for
THE SAN MATEO UNION HIGH SCHOOL DISTRICT
June, 1970

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PERFORMANCE OBJECTIVES
FOR THE
WORK EXPERIENCE PROGRAM

Introduction

The Work Experience Program in the San Mateo Union High School District is operated on the basis of maximum autonomy for the high schools where the program is offered. This autonomous operation allows the participating schools to pattern their program according to the specific needs of their student population and community. Therefore, the number of hours a student will spend in a related class may vary dependent upon the school and the emphasis of the program.

The Terminal Performance Objectives that follow allow for this difference by identifying primary and secondary objectives:

- a) The primary objectives, presented under 1.0, identify objectives that all students must master regardless of the school in which they are enrolled
- b) The secondary objectives, presented under 2.0, identify objectives that students must master if, in the opinion of the coordinator, they spend sufficient time in a related class to justify requiring them to demonstrate greater proficiency.

1.0 TERMINAL PERFORMANCE OBJECTIVES FOR WORK EXPERIENCE (PRIMARY OBJECTIVES):
Students seeking successful completion of the Work Experience Program must meet or surpass the performance criteria outlined below.

1.1 RELATED MEETINGS: THE STUDENT WILL ATTEND DAILY, WEEKLY, OR OTHER PERIODICALLY SCHEDULED MEETINGS WITH THE COORDINATOR.

1.1.1 Performance Conditions. The student must attend all meetings unless otherwise excused by the coordinator. If the student fails to attend scheduled meetings, he may be dropped from the Work Experience Program, or the number of credits he receives may be reduced.

1.2 HOURS WORKED ON THE JOB: THE STUDENT WILL DEMONSTRATE HIS RECALL OF MAJOR ELEMENTS OF THE HOURS WORKED UNIT BY COMPLETING A SERIES OF QUESTIONS AND/OR A TIME SHEET PROVIDED BY THE COORDINATOR.

1.2.1 Test Topics. The test will include questions covering the following area:

--Student completion of time sheet

1.2.1.1 Time Sheets. Will include the following information:

--Student's name

--Name of employer

--Time the work was started and ended each day

--Hours worked each day

--Rate of pay

--Brief description of daily duties

--Total hours worked for the week

1.2.2 Performance Conditions. The student will respond to the questions from memory and may not use reference aids. Time provided will vary depending upon the number of questions included in the test. Time sheets must be signed by the appropriate supervisor or verified by payroll vouchers and submitted to the coordinator at required intervals. All time sheets must be submitted if the student is to receive credit for work experience.

1.2.3 Proof of Achievement. To meet the requirements of this objective, the student must score an overall total of 100% correctness on this Hours Worked Unit test.

1.2.3.1 If the student fails to meet the criteria outlined above, he will be given a second opportunity to do so after he completes remedial instruction provided by the instructor to assist him in reaching the minimum performance level.

1.3 MINIMUM HOURS: THE SAN MATEO UNION HIGH SCHOOL DISTRICT HAS ESTABLISHED THE MINIMUM NUMBER OF HOURS A STUDENT MUST WORK IN ORDER TO RECEIVE FULL CREDIT. THE STUDENT MAY RECEIVE PARTIAL CREDIT IF HE DOES NOT MEET THIS REQUIREMENT. THE CREDIT RECEIVED WILL DEPEND UPON THE NUMBER OF HOURS THE STUDENT WORKS.

1.4 REGULATIONS AGREEMENT: THE STUDENT WILL DEMONSTRATE HIS RECALL OF MAJOR ELEMENTS OF THE REGULATIONS AGREEMENT UNIT BY COMPLETING A SERIES OF ESSAY AND/OR SHORT ANSWER QUESTIONS.

1.4.1 Test Topics. The test will include questions covering the following area:

--Student responsibilities to the Work Experience Program

1.4.2 Performance Conditions. The student will respond to the questions from memory and may not use reference aids. Time provided will vary depending upon the number of questions included in the test.

1.4.3 Proof of Achievement. To meet the requirements of this objective, the student must score an overall total of 100% correctness on this Regulations Agreement test.

1.4.3.1 If the student fails to meet the criteria outlined above, he will be given a second opportunity to do so after he completes remedial instruction provided by the instructor to assist him in reaching the minimum performance level.

1.5 LABOR LAWS: THE STUDENT WILL DEMONSTRATE HIS RECALL OF MAJOR ELEMENTS OF THE LABOR LAWS UNIT BY COMPLETING A SERIES OF ESSAY AND/OR SHORT ANSWER QUESTIONS.

1.5.1 Test Topics. The test will include questions covering the following areas:

--The daily hours during which a minor under 18 years of age may work

--The maximum number of hours a minor under 18 years of age may work on a daily and weekly basis

--Hazardous occupations for minors under 18 years of age

--State and Federal minimum wage rates

--Purpose of the California Workmen's Compensation Law

1.5.2 Performance Conditions. The student will respond to the questions from memory and may not use reference aids. Time provided will vary depending upon the number of questions included in the test.

1.5.3 Proof of Achievement. To meet the requirements of this objective, the student must score an overall total of 100% correctness on this Labor Law test.

1.5.3.1 If the student fails to meet the criteria outlined above, he will be given a second opportunity to do so after he completes remedial instruction provided by the instructor to assist him in reaching the minimum performance level.

1.6 PAYROLL DEDUCTION: THE STUDENT WILL DEMONSTRATE HIS RECALL OF MAJOR ELEMENTS OF THE PAYROLL DEDUCTION UNIT BY COMPLETING A SERIES OF ESSAY AND/OR SHORT ANSWER QUESTIONS.

1.6.1 Test Topics. The test will include questions covering the following areas:

--Categories and amounts of deductions using his paycheck stub

--Determination of percentage of gross pay represented by each deduction using his paycheck stub

--Payroll deductions to which the employee alone contributes

--Payroll deductions to which the employer alone contributes

--Payroll deductions which may be shared by both employer and employee

--Payroll deductions which must be shared by both employer and employee

1.6.2 Performance Conditions. The student will respond to the questions from memory and may not use reference aids. At the discretion of the coordinator, students may be permitted to answer selected questions outside of class. Time provided will vary depending upon the number of questions included in the test.

1.6.3 Proof of Achievement. To meet the requirements of this objective, the student must score an overall total of at least 70% correctness on this Payroll Deduction test.

1.6.3.1 If the student fails to meet the criteria outlined above, he will be given a second opportunity to do so after he completes remedial instruction provided by the instructor to assist him in reaching the minimum performance level.

- 1.7 PERSONNEL POLICIES AND PROCEDURES: THE STUDENT WILL DEMONSTRATE HIS RECALL OF MAJOR ELEMENTS OF THE PERSONNEL POLICIES AND PROCEDURES UNIT BY COMPLETING A SERIES OF ESSAY AND/OR SHORT ANSWER QUESTIONS BASED UPON INFORMATION OBTAINED AT HIS PLACE OF EMPLOYMENT (PREVIOUS OR PRESENT).

1.7.1 Test Topics. The test will include questions covering the following areas:

- The source or sources of information regarding his employer's personnel policies
- The procedure his employer requires him to follow in the event of a mistake occurring on the job
- Qualities which might cause an employer to give additional responsibilities and/or pay to an employee
- Fringe benefits available to both part and full-time employees at his place of employment
- The next step in advancement or promotion from his present position

1.7.2 Performance Conditions. The student will respond to the questions from information obtained outside of class and previously submitted to the coordinator in writing. Time provided will vary depending upon the number of questions included in the test.

1.7.3 Proof of Achievement. To meet the requirements of this objective, all information submitted in writing and the answers given in the test based upon that information must be completed to the satisfaction of the coordinator.

1.7.3.1 If the student fails to meet the criteria outlined above he will be given a second opportunity to do so after he completes remedial instruction provided by the instructor to assist him in reaching the minimum performance level.

- 1.8 EMPLOYER-EMPLOYEE RELATIONSHIP: THE STUDENT WILL DEMONSTRATE HIS RECALL OF MAJOR ELEMENTS OF THE EMPLOYER-EMPLOYEE RELATIONSHIP BY COMPLETING A SERIES OF ESSAY AND/OR SHORT ANSWER QUESTIONS.

1.8.1 Test Topics. The test will include questions covering the following areas:

- Standards for offering constructive criticism
- Honesty to the employer and employee
- Loyalty to the employer and employee

1.8.1 Test Topics (continued):

- Importance of school attendance records
- Importance of promptness on the job
- Major methods used by employers to control absenteeism and tardiness on the job
- Primary factors employers use in selecting employees
- Importance of maintaining confidentiality of privileged information
- Typical problems arising on the job and the effect of various methods of dealing with them

1.8.2 Performance Conditions. The student will respond to the questions from memory and may not use reference aids. Time provided will vary depending upon the number of questions included in the test.

1.8.3 Proof of Achievement. To meet the requirements of this objective, the student must score an overall total of at least 70% correctness on this Employer-Employee Relations test.

1.8.3.1 If the student fails to meet the criteria outlined above, he will be given a second opportunity to do so after he completes remedial instruction provided by the instructor to assist him in reaching the minimum performance level.

1.9 INDUSTRIAL SAFETY: THE STUDENT WILL DEMONSTRATE HIS RECALL OF MAJOR ELEMENTS OF THE INDUSTRIAL SAFETY UNIT BY COMPLETING A SERIES OF ESSAY AND/OR SHORT ANSWER QUESTIONS.

1.9.1 Test Topics. The test will include questions covering the following areas:

- Safety measures or procedures applicable to his work station
- Description of how his equipment, tools, and/or job procedures are organized for efficient and safe performance

1.9.2 Performance Conditions. The student will respond to the questions from memory and may not use reference aids. Time provided will vary depending upon the number of questions included in the test.

1.9.3 Proof of Achievement. To meet the requirements of this objective, the student must score an overall total of at least 70% correctness on this Industrial Safety test.

1.9.3.1 If the student fails to meet the criteria outlined above, he will be given a second opportunity to do so after he completes remedial instruction provided by the instructor to assist him in reaching the minimum performance level.

1.10 JOB PERFORMANCE: BY THE END OF A MARKING PERIOD, A STUDENT WHO HAS WORKED FOR AN EMPLOYER FOR A PERIOD OF NOT LESS THAN FOUR WEEKS WILL DEMONSTRATE THAT HE MEETS HIS EMPLOYER'S MINIMUM STANDARDS OF JOB PERFORMANCE BY RECEIVING A SATISFACTORY RATING ON A JOB PERFORMANCE RATING SHEET.

1.10.1 Job Performance Rating Sheet. The rating sheet will cover the following areas of job performance:

- Knowledge of job
- Quality of acceptable work
- Dependability
- Judgment
- Attitude
- Grasp of instruction
- Absences and punctuality
- Effort
- Personal characteristics

1.10.2 Performance Conditions. The student will be observed on the job and evaluated by a supervisor and/or the coordinator.

1.10.3 Proof of Achievement. The student must receive an average or better rating on seven of the nine categories on the rating sheet.

1.10.3.1 If the student fails to meet the criteria outlined above, he will, in cooperation with the coordinator, work out a plan for improvement or adjustment. The coordinator will meet with the supervisor periodically to check on the student's progress with the plan.

WORK EXPERIENCE: PRIMARY OBJECTIVES

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- 1.11 SELF-APPRAISAL OF JOB: GIVEN A JOB RATING SHEET, THE STUDENT WILL EVALUATE HIS JOB PERFORMANCE AND COMPARE HIS APPRAISAL WITH THAT OF HIS SUPERVISOR AND/OR COORDINATOR.
- 1.11.1 Student's Evaluation. The student will complete the same job rating form as his supervisor.
- 1.11.2 Performance Conditions. The student will complete the job rating sheet prior to meeting with the coordinator to discuss his evaluation.
- 1.11.3 Proof of Achievement. The student will submit his job rating sheet to the coordinator for comparison to other evaluations. The coordinator will discuss the differences with the student.
- 1.12 OCCUPATIONS AND OCCUPATIONAL CHOICE: THE STUDENT WILL DEMONSTRATE HIS RECALL OF MAJOR ELEMENTS OF THE OCCUPATIONS AND OCCUPATIONAL CHOICE UNIT BY COMPLETING A SERIES OF ESSAY AND/OR SHORT ANSWER QUESTIONS.
- 1.12.1 Test Topics. The test will include questions covering the following areas:
- Ways in which his present job will help him gain employment in his career choice or area of interest
 - Factors which are indicators of his ability or inability to succeed occupationally
 - Identification of high school courses he has taken or plans to take which will contribute to his present job or career objective
 - Identification of post-high school training and education necessary to advance occupationally in his area of interest
 - Resources which supply information regarding his occupational choice and/or area of interest
 - Jobs or careers which are related to his present job
 - Sources of employment assistance
 - Use of references related to manpower projections
- 1.12.2 Performance Conditions. The student will, at his option, complete the questions either inside or outside of class and submit them when required by the coordinator. References may be used.

1.12.3 Proof of Achievement. To meet the requirements of this objective, all questions must be answered to the satisfaction of the coordinator.

1.12.3.1 If the student fails to meet the criteria outlined above, he will be given a second opportunity to do so after he completes remedial instruction provided by the instructor to assist him in reaching the minimum performance level.

1.13 LABOR UNIONS: THE STUDENT WILL DEMONSTRATE HIS RECALL OF MAJOR ELEMENTS OF THE LABOR UNION UNIT BY COMPLETING A SERIES OF ESSAY AND/OR SHORT ANSWER QUESTIONS.

1.13.1 Test Topics. The test will include questions covering the following areas:

- Open shops
- Closed shops
- Right to work laws
- Shop stewards
- Apprentices
- Journeyman
- Master

1.13.2 Performance Conditions. The student will respond to the questions from memory and may not use reference aids. Time provided will vary depending upon the number of questions included in the test.

1.13.3 Proof of Achievement. To meet the requirements of this objective, the student must score an overall total of at least 70% correctness on this Labor Unions Test.

1.13.3.1 If the student fails to meet the criteria outlined above he will be given a second opportunity to do so after he completes remedial instruction provided by the instructor to assist him in reaching the minimum performance level.

1.14 BUSINESS MANAGEMENT: THE STUDENT WILL DEMONSTRATE HIS RECALL OF MAJOR ELEMENTS OF THE BUSINESS MANAGEMENT UNIT BY COMPLETING A SERIES OF ESSAY AND/OR SHORT ANSWER QUESTIONS.

1.14.1 Test Topics. The test will include questions covering the following areas:

- Major forms of business ownership
- Present or previous employer's type of ownership
- Diagram of a business organizational chart

1.14.2 Performance Conditions. The student will respond to the questions from memory and may not use reference aids. Time provided will vary depending upon the number of questions included in the test.

1.14.3 Proof of Achievement. To meet the requirements of this objective, the student must score an overall total of at least 70% correctness on this Business Management test.

- 1.14.3.1 If the student fails to meet the criteria outlined above, he will be given a second opportunity to do so after he completes remedial instruction provided by the instructor to assist him in reaching the minimum performance level.

1.15 INCOME TAX RETURNS: THE STUDENT WILL DEMONSTRATE HIS RECALL OF MAJOR ELEMENTS OF THE INCOME TAX RETURNS UNIT BY COMPLETING A SERIES OF ESSAY AND/OR SHORT ANSWER QUESTIONS AND BY COMPLETING A SAMPLE INCOME TAX RETURN.

1.15.1 Test Topics. the test will include questions covering the following areas:

- Form W-2
- Form W-4
- Form 1040
- Dependents
- Itemized deductions
- Joint return
- Nontaxable income
- Taxable income
- Withholding exemption

1.15.2 Sample Income Tax Returns. The sample income tax returns will include the following:

- Refund due a single person who earned under \$900
- Refund due or payment owed by married persons with dependent(s) using standard deductions and tax table or tax computation schedule
- Refund due or payment owed by married persons with dependent(s) using itemized deductions and a tax computation schedule

1.15.3 Performance Conditions. The student will respond to the questions from memory and may not use reference aids. Time provided will vary depending upon the number of questions included in the test. The student will complete the sample income tax returns outside of class and will submit them when required by the coordinator. Reference aids may be used when preparing the returns.

1.15.4 Proof of Achievement. The questions must be answered with at least 70% correctness. The sample income tax returns must be completed neatly and with 100% correctness.

1.15.4.1 If the student fails to meet the criteria outlined above, he will be given a second opportunity to do so after he completes remedial instruction provided by the instructor to assist him in reaching the minimum performance level.

2.0 TERMINAL PERFORMANCE OBJECTIVES FOR WORK EXPERIENCE (SECONDARY OBJECTIVES): Students seeking successful completion of the Secondary Objectives for Work Experience must meet or surpass the performance criteria outlined below.

2.1 JOB ORIENTATION: THE STUDENT WILL DEMONSTRATE HIS RECALL OF SECONDARY ELEMENTS OF THE JOB ORIENTATION UNIT BY COMPLETING A SERIES OF ESSAY AND/OR SHORT ANSWER QUESTIONS.

2.1.1 Test Topics. The test will include questions covering the following areas:

- Specific tasks expected in the successful performance of his job
- Methods of reducing anger and hostility
- Human needs satisfied by association with others
- Meaning of the term tact
- Identification of strong and weak points from a completed personality inventory

2.1.2 Performance Conditions. The student will respond to the questions from memory and may not use reference aids. Time provided will vary dependent upon the number of questions included in the test.

2.1.3 Proof of Achievement. To meet the requirements of this objective, the student must score an overall total of at least 60% correctness on this Job Orientation test.

2.1.3.1 If the student fails to meet the criteria outlined above, he will be given a second opportunity to do so after he completes remedial instruction provided by the instructor to assist him in reaching the minimum performance level.

2.2 EMPLOYER-EMPLOYEE RELATIONS: THE STUDENT WILL DEMONSTRATE HIS RECALL OF SECONDARY ELEMENTS OF THE EMPLOYER-EMPLOYEE RELATIONSHIP BY COMPLETING A SERIES OF ESSAY AND/OR SHORT ANSWER QUESTIONS.

2.2.1 Test Topics. The test will include questions covering the following areas:

- The job related term "caste system"
- Cooperation on the job
- Major causes for tardiness as identified by management studies
- Major causes for absenteeism as identified by management studies

- 2.2.1 Test Topics (continued).
- Legal grounds for employee dismissal
 - Legal grounds for employee termination
- 2.2.2 Performance Conditions. The student will respond to the questions from memory and may not use reference aids. Time provided will vary dependent upon the number of questions included in the test.
- 2.2.3 Proof of Achievement. To meet the requirements of this objective, the student must score an overall total of at least 60% correctness on this Employer-Employee Relations test.
- 2.2.3.1 If the student fails to meet the criteria outlined above, he will be given a second opportunity to do so after he completes remedial instruction provided by the instructor to assist him in reaching the minimum performance level.
- 2.3 LABOR UNIONS: THE STUDENT WILL DEMONSTRATE HIS RECALL OF SECONDARY ELEMENTS OF THE LABOR UNION UNIT BY COMPLETING A SERIES OF MATCHING QUESTIONS ON TERMS COMMONLY ASSOCIATED WITH LABOR UNIONS.
- 2.3.1 Test Topics. The test will include terms commonly associated with labor unions.
- 2.3.2 Performance Conditions. The student will match the terms with the appropriate definition. He will respond to the questions from memory and may not use reference aids. One class period will be allowed for the completion of this test.
- 2.3.3 Proof of Achievement. The student must complete the test with at least 70% correctness.
- 2.3.3.1 If the student fails to meet the criteria outlined above, he will be given a second opportunity to do so after he completes remedial instruction provided by the instructor to assist him in reaching the minimum performance level.
- 2.4 MONEY MANAGEMENT: THE STUDENT WILL DEMONSTRATE HIS RECALL OF SECONDARY ELEMENTS OF THE MONEY MANAGEMENT UNIT BY COMPLETING A SERIES OF ESSAY AND/OR SHORT ANSWER QUESTIONS.
- 2.4.1 Test Topics. The test will include questions covering the following areas:
- Budgeting
 - Steps in preparing a budget
 - Characteristics of a good budget

2.4.1 Test Topics (continued).

- Preparation of a budget for a given period of time
- Principles of saving
- Considerations for selecting a savings institution
- Types of common retail charge accounts
- Lending agencies
- Types of loan agencies
- Terms relating to money management

2.4.2 Performance Conditions. The student will respond to the questions from memory and may not use reference aids. Time provided will vary upon the number of questions included in the test.

2.4.3 Proof of Achievement. To meet the requirements of this objective, the student must score an overall total of at least 60% correctness on this Money Management test.

2.4.3.1 If the student fails to meet the criteria outlined above, he will be given a second opportunity to do so after he completes remedial instruction provided by the instructor to assist him in reaching the minimum performance level.

2.5 BUSINESS PROCEDURES: THE STUDENT WILL DEMONSTRATE HIS RECALL OF SECONDARY ELEMENTS OF THE BUSINESS PROCEDURES UNIT COMPLETING A SERIES OF ESSAY AND/OR SHORT ANSWER QUESTIONS.

2.5.1 Test Topics. The test will include questions covering the following areas:

- Contracts
- Essentials of a valid contract
- Negotiable instruments
- Major types of negotiable instruments
- Importance of negotiable instruments as substitutes for money
- Use of the check as a negotiable instrument

WORK EXPERIENCE: SECONDARY OBJECTIVES

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- 2.5.2 Performance Conditions. The student will respond to the questions from memory and may not use reference aids. Time provided will vary depending upon the number of questions included in the test.
- 2.5.3 Proof of Achievement. To meet the requirements of this objective, the student must score an overall total of at least 60% correctness on this Business Procedures test.
 - 2.5.3.1 If the student fails to meet the criteria outlined above, he will be given a second opportunity to do so after he completes remedial instruction provided by the instructor to assist him in reaching the minimum performance level.

PERFORMANCE OBJECTIVES

FOR

VOCATIONAL CHOICES
(A One-Semester Course)

Prepared for

THE SAN MATEO UNION HIGH SCHOOL DISTRICT

June, 1970

by

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PERFORMANCE OBJECTIVES

FOR

VOCATIONAL CHOICES (A One-Semester Course)

Introduction

These terminal performance objectives, listed in a suggested order of completion, have been written as guides for the development of learning activities in the Vocational Choices course.

In accordance with the educational goals of the San Mateo Union High School District, the performance objectives and goals of this course are designed to develop each student into an individual who, in terms of his potential--

Understands and accepts himself and others. (District Goal 3.0)

- Considers himself to be a worthwhile person. (3.2)
- Recognizes the inherent worth of every individual. (3.4)
- Takes into account individual differences in people. (3.5)
- Examines his personal long-range goals in relation to his self-concept. (3.10)
- Considers vocational and educational objectives. (3.11)
- Selects broad vocational and educational objectives. (3.12)
- Evaluates and adjusts his vocational objectives in terms of knowledge about himself and the world of work. (3.13)

Has a comprehensive and accurate knowledge of the world of work. (7.0)

- Knows about a wide variety of occupational fields and the required education and training necessary for employment and advancement in these fields. (7.1)
- Recognizes that occupational changes occur in a modern technological society. (7.3)
- Adapts to changing occupational demands. (7.4)
- Makes occupational choices in line with his interests and abilities, and in terms of the opportunities open to him. (7.5)
- Relates effectively with individuals and groups with whom he comes into contact in the occupational field of his choice. (7.6)
- Perceives the role and influence of organizations and government in the world of work. (7.7)

VOCATIONAL CHOICES

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1.0 TERMINAL PERFORMANCE OBJECTIVES FOR VOCATIONAL CHOICES: Students seeking successful completion of the Vocational Choices course must meet or surpass the performance criteria outlined below.

1.1 THE STUDENT WILL ENGAGE IN A SELF-ASSESSMENT AND WILL REPORT THE RESULTS OF THAT ASSESSMENT IN A WRITTEN REPORT TO THE INSTRUCTOR.

1.1.1 Self-Assessment. Working from interest inventories, achievement tests, self-appraisal instruments, and cumulative educational records, the student will prepare charts of his interests, abilities, achievement, and motivation on forms supplied by the instructor. The student will interpret the data he has placed on the charts and will select an occupational field for later exploration.

1.1.2 Proof of Achievement. The student will have met this objective when he has submitted, according to the criteria established by his instructor, a written report which includes an interpretation of the data collected in his self-assessment and an explanation of why he has chosen a particular occupational field to explore.

1.1.3 Related District Goals. This objective relates to District Goals 3.0 and 7.0 and, specifically, to District Educational Expectancies 3.2, 3.4, 3.10, 3.11, 3.12, 3.13, 7.1, and 7.5.

1.2 THE STUDENT WILL DEMONSTRATE HIS KNOWLEDGE OF DIFFERENT JOBS AND OCCUPATIONS BY LISTING THREE JOBS WITHIN EACH STANDARD INDUSTRIAL CLASSIFICATION (SIC) AND EACH CAREER FIELD.

1.2.1 Performance Conditions. The student will be provided the needed references such as the Encyclopedia of Careers and Vocational Guidance, and the Occupational Outlook Handbook, the Dictionary of Occupational Titles, and various other references.

1.2.2 Proof of Achievement. The student will have met this objective when he has submitted the list of jobs according to the criteria and under the conditions outlined for him by his instructor.

1.2.3 Related District Goals. This objective relates to District Goals 3.0 and 7.0 and, specifically, to District Educational Expectancies 3.5, 3.11, 3.12, 7.1, 7.3, 7.4, and 7.9.

1.3 AFTER ENGAGING IN A SELF-ASSESSMENT AND SELECTING AN OCCUPATIONAL FIELD TO EXPLORE, THE STUDENT WILL EXAMINE AT LEAST TWO SPECIFIC JOBS WITHIN THAT FIELD AND PREPARE A WRITTEN REPORT ACCORDING TO THE CRITERIA AND CONDITIONS SPECIFIED BY THE INSTRUCTOR.

1.3.1 Related District Goals. This objective relates to District Goals 3.0 and 7.0 and, specifically, to District Educational Expectancies 3.10, 3.12, 3.13, 7.1, and 7.5.

- 1.4 THE STUDENT WILL ENGAGE IN PERSONAL PLANNING BY CHARTING ONE-YEAR AND FIVE-YEAR PROJECTIONS OF HIS EDUCATIONAL AND VOCATIONAL EXPECTATIONS IN THE FORMAT AND ACCORDING TO THE CRITERIA AND CONDITIONS OUTLINED FOR HIM BY HIS INSTRUCTOR.
 - 1.4.1 Related District Goals. This objective relates to District Goals 3.0 and 7.0 and, specifically, to District Educational Expectancies 3.2, 3.4, 3.5, 3.10, 3.11, 3.12, 3.13, 7.1, 7.5, 7.6, and 7.8.
- 1.5 GIVEN A TYPICAL EMPLOYMENT APPLICATION FORM, THE STUDENT WILL COMPLETE THE FORM IN A MANNER THAT WOULD BE ACCEPTABLE TO A TYPICAL EMPLOYER.
 - 1.5.1 Performance Conditions. The student may use references such as a personal data sheet and/or a personal history form as aids in the completion of the application. Unless other wise specified on the form, it may be either written or typed.
 - 1.5.2 Proof of Achievement. The instructor will subjectively evaluate the application form considering the following points:
 - Neatness
 - Spelling
 - Completeness
 - Evidence of ability to follow instructions
 - 1.5.2.1 If the student should fail to meet the criteria outlined above, he will be given remedial instruction and as many opportunities as he needs to complete an application form in a satisfactory manner.
 - 1.5.3 Related District Goals. The objective relates to District Goals 3.0 and 7.0 and, specifically, to District Educational Expectancies 3.4, 3.5, 3.10, 3.11, 3.13, 7.6, and 7.7.
- 1.6 THE STUDENT WILL PARTICIPATE IN A REAL OR MOCK JOB INTERVIEW ARRANGED FOR HIM BY THE INSTRUCTOR.
 - 1.6.1 Performance Conditions. The student must participate in the interview at the time and place specified by the instructor. If instruction in proper dress has been provided to the student, at the discretion of the instructor, the student may be asked to dress in a manner appropriate for a typical job interview.
 - 1.6.2 Proof of Achievement. The student must complete the interview, and, upon request of the instructor, furnish written evidence that the interview did take place.
 - 1.6.3 Related District Goals. The objective relates to District Goals 3.0 and 7.0 and, specifically, to District Educational Expectancies 3.2, 3.4, 3.5, 3.10, 3.11, 3.12, 3.13, 7.4, 7.5, 7.6, and 7.7.

1.7 GIVEN AN EMPLOYMENT TEST, THE STUDENT WILL TAKE THE TEST AND PRESENT EVIDENCE THAT HE HAS DONE SO TO HIS INSTRUCTOR.

1.7.1 Employment Test. The test may be administered by a prospective employer at his place of business or, at the discretion of the instructor, may be administered by the instructor in the classroom.

1.7.2 Performance Conditions. The student will take the test according to the directions given by the test administrator.

1.7.3 Proof of Achievement. The student must complete the test according to directions and, upon request of the instructor, present written evidence that he has done so.

1.7.4 Related District Goals. This objective relates to District Goals 3.0 and 7.0 and, specifically, to District Educational Expectancies 3.10, 3.11, 3.13, 7.4, 7.5, 7.6, and 7.7.